

THE (5)
ART
OF

Brachygraphy,
OR

Short-writing,

By CHARACTERS faire, short,
swift, easie and legible.

Plainly taught by this Booke.

Composed by HENRY DIX.

The third Edition.

LONDON:

Printed for T.B. and are to be sold by
the Author at the signe of the gilded
Anchor in Paver noster row, neere
Cheapside, 1641.

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To the Reader.

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Courteous Reader, please to understand (hand
his Book, which teacheth for to write short
now a third time printed. In some wise
Let me to you for it apologize :
Now then, Stenography and Tachygraphy
Contracted are in this my Brachygraphy :
The Vowell places new disposed be,
They now are five, were formerly but three.
My former Books I have perus'd with heed,
Found this way apter to be writ with speed ;
And this determination downe I set,
Never hereafter will I alter it ;
For I doe know it now to be compleat,
Compendiousest than others, and more neat.
What though I do not *Thraso* like, porclaime
Titles superlative to spread its fame ?
O like a Mountebanke, on every post
In printed bills of my owne praises boast :
What though I have not from some Schollers got
Verses to praise it, when they knew it not ?
Followes it therefore that my Art's lesse worth,
Because not polish'd so, nor so set forth :
Wise men weigh works, not words; tis often found
That empty vessels give the biggest sound.
Some men by wagers will it prove, they say
That there is none can write so swift as they.
To prove by wagers is by School-men shent,
And stiled by them, The foolish Argument :
Some hands move swiftly, some move far more slow ;
Dith swiftnesse prove th. shortnesse ? surely no ;
A humble Clarke by Secretary hand
May write much more than some who have cōmand

A ?

Of

Of shortest Characters : shall we for this
Conclude the secretary shorter is.
Or can the swiftest writer by his Art
His swiftnesse to another ere impart.
Practice brings speed ; perhaps he that hath made
Of writing Sermons a long time, a trade,
My swifter write then I, and yet may he
Use rules far worse than these prescrib'd by me,
I but some say their Art is learn'd more soone ;
Whose name is up may lye in bed till noone,
The proverb sayes. This true, that some professe
At foure or five times coming, stayin g lesse
Than halfe a quarter of an houre at once,
To teach it any : but yet doctoe dunce,
Me thinks they might except : tis great audacity
For to imply they can infuse capacity :
Require they one'y that such can but read ;
Why ? some may doe that, and yet stand in need
Of more instruction. Yet I m y have p wer
To teach this Art to one in halfe an houre ;
But Ile indent with such so strive to reach it,
That they shall learn as fast as I shall teach it.
But barely to affirme doth nothing prove,
Who so would learne I wish him out of love,
Make reason be the guide, let th it define
Which Short-writing is shortest, theirs or mine ;
Compare our Characters, our rules, and see
Our Tables, and their use ; judge which may be
Soonest attain'd, which easiest is to read,
And which most likely to be writ with speed.
If that my Characters are found more faire,
My rules more full, Tables beyond compare,
Reason will prompt men for to take the best ;
Time will produce the Truth, and so I rest.



THE ART OF Brachygraphy, OR SHORT-WRITING.

CHAP. I.

*The grounds of the Art presented to a view in the
Table of spelling character.*



Brachygraphy (as the word imports) is a short kinde of writing, it consists of three parts:

viz. { Spelling character.
Defective writing.
Compound writing.

The first gives generall rules for the Short-writing of all words: the two latter particular directions for the
B further

further abreviation of some words, and parts of words that are frequent in use .

Of each in order, and first of the first.

Spelling character, is so called, because it prescribeth to write words short in such a manner, as wee may spell what they be. The grounds hereof are contracted into a short Table, which is next to be considered.

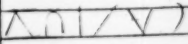
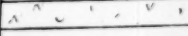



Place here the Table of (spelling Character).

This Table as you see is divided into foure columnes. In the first, is the Characters for the alphabet of letters. In the second, combinations for 15. double consonants, with the places of the vowels. In the third column is examples of double consonants (framed of the former) to begin words. In the fourth column are examples of double consonants (drawne likewise from the Alphabet) for the middle and ending of words. The use of all shall be shewed in order.

First, the Characters for the letters which are in the first column are perfectly to be gotten in minde. Note, that there is no character for the letter C. for C. is ever sounded either like K. or like S. Like K. in come, cast, care, and the like ; and then we expresse it by K. like S. in City, celebrate, ceremony, and the like ; and then we use S. instead thereof, for in this Art we respect not the truest way for spelling of words, but the shortest way of writing them.

Having learnd the Characters for the letters perfectly, proceede to learne the 15. Characters in the second column. And these are all the Characters
which

The Table (or grounds) of Spelling Characters

The Alphabet	The 15 Combinations	Double To begin words	Consonants To end
A ^	bl ? s st	br a	ld ~
B 7	ch x + cl	dr z	lf ~
D 7	cr < > dg	dw 3	lk ~
E E	sh o o th	fl ~	lm ~
F L	pi ? 3 sk	fr ~	ln ~
G J	nd ~ ~ ng	gl ~	lp ~
H O	ndi ~ e ngl	gn ~	ls ~
I	^ ns	gr ~	lt ~
K <		kn ~	lv ~
L C	Great Characters	sl ~	ct ~
M U		sm ~	ml ~
N \		sn ~	pt ~
O (Small Characters	sp ~	nt ~
P)		spr ~	rd ~
Q y		syi ~	rg ~
R -	The 5 vowel places about great Characters	syu ~	rk ~
S		skr ~	rl ~
T /		str ~	rm ~
V v		thr ~	rs ~
W)		tw ~	rst ~
X x	The 3 places about small Characters	wh ~	rth ~
Y y		tr ~	ml ~
Z z			mpl ~
			lt ~
			rl ~

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halfe the distance betweene the lines or lesse. In short, the practitioner may make great Characters of what depth he please; but he is ever to proportion the small to the great, making them but halfe so bigge, or lesse.

The first letter of every word must be a great character, and all the rest must be small: this is a general rule, and ought carefully to be marked.

CHAP. II.

Concerning the Vowels places.

IN this Art the Vowels are not to be exprest by their Characters (unlesse when a word begins with a vowel) but are to be understood by certaine places assigned them about other letters, according as you may see the vowels placed about the great Characters of B. S. and N. in the second columnne of the table. These are all of them situated on the right side of a Character, that so the writing may be carried streight forward without any let; and they are five in number, answerable to the number of the vowels, for each vowell one place.

The place of A is a little higher than a great character, not over it, but forward a little, a loose from it; even so much higher as that the foot of the small character may come even with the head of the great, as I

The place of E. is even with the upper corner of the great Character: the small character placed there must

must have the head of it stand even with the head of the great character, as I^c.

The place of I is directly against the middle of the great character, as j.

The place of O. is even with the lower corner of the great character; the small character placed there must have the foot of it stand even with the foot of the great, as l.

The place of V. is a little lower than the great character: the small character placed there, must have the head of it begin at the foot of the great, and the body drawne lower than the great its proportionall depth, as v.

Note, that a small character put in any vowels place, in reading, suppoeth that vowell before it in whose place it is, as

1 ^c Sap	7 ^c dag	o ^c bad
1 ^c Sep	7 ^c deg	o ^c bed
1 ^c Sip	7 ^c dig	o ^c bid
1 ^c Sop	7 ^c dog	o ^c bod
1 ^c Sup	7 ^c dug	o ^c bud

The vowell places are observed about great characters in all words of one fillable; and in the first fillable of al longer words, but in the second fillable, and all after it, the vowell place must be observed about small characters; so that but one vowels place is to be observed about one character. The places of the vowels about small characters, or tittles, are but three, and thus disposed:

The place of A. is a little higher then it, the place of E. or I. indefinitely, is even with it. The place of O. or V. indefinitely, is a little lower then it.

CHAP. III.

How double consonants are to be fram'd of the single, for the beginning and ending of words, with some generall observations for the omitting superfluous letters.

THe double consonants in the third and fourth column of the table, are fram'd as followeth. If a word begin with a double consonant, the first must be a great character, and where the pen resteth from making the great character of the first, there without removing pen from paper, begin to make the small character of the second. And thus are all the double consonants in the third columnne of the Table fram'd; the first is ever a great character, and the next small, the best manner for joyning them you may there observe by example.

Now after a vowel a double consonant follow, the first must be a small character put in the vowels place; and where the pen resteth from making the first, there without removing it from paper, begin to make the second, and where it resteth from making the second, there begin to make the third, joyning each to other, as they follow in order, and may receive best grace; a little practizing to make them in the fourth column according to your copy, will soon perfect you therein.

Before we proceed to particular directions for the short writing of words, it will not be amiss to consider some generall observations, for the omitting superfluous letters; for in this Art we consider not how words are truly and orthographically writ, but

how we may render their sound the shortest way; therefore in all words, such letters which are but lightly sounded (and which being omitted, a sufficient number remains to expresse the word) are to be omitted, whether they be vowels or consonants: as first e when it is added to the end of a word onely to lengthen the sound of the foregoing vowell, it may be omitted, as in blame, fame, care, are, and the like.

A. when it is joynd with e, or o, in a diphthong, serves onely to lengthen the sound of the e or o, and may commonly be neglected. When ui comes together in a word, sometime the i is most sounded, as in build, guild, and the like, and then the u may be omitted: sometime the u is most sounded, as in suit, fruit, and the like, and then the i may be neglected.

When ll, mm, rr, or any other consonant be doubled, use but one of them.

ch is sometime sounded like k, as in cholor, chymist, and the like, and then (as the shorter) use k.

H may be omitted in the beginning of many words, but ever when it comes single in the middle of a word betweene vowels, or in the end of a word after a vowell, it may be omitted.

When a word ends in ght, you may leave out the gh, and use t onely.

ph hath alwayes the sound of f, therefore we ever use f for it; so for philosophy we write filosofi, and the like.

Note, for qu we use q alone, as if it were a combination; q never being used but where u folowes it.

When a word begins with wr, you may leave out w.

x hath the sound of divers double consonants and syllables, and may (as the shorter) be used in their stead, so for accident, accept, act, flocks, tricks, write axident, ~~ax~~cept, ax, flox, trix. And generally, if any word may have the sound exprest shorter by any other letters than them by which they are usually written (we are as the end of the Art requires) to write them the shortest way: so for neighbour, chyrurgian, *Augustine*, burrough, beauty, laugh, cough; write nabor, surgon, *Austm*, buro, buti, lat, cof, and the like.

Note that the letters i and u, are sometimes vowels, and sometimes consonants, when they come either before themselves or any other vowell in the same syllable, they are ever consonants, and then i is sounded like dg or g long: and u is sounded (almost like f; whensoever they are consonants, they are as all other consonants to be exprest by their characters. We have seldome occasion to write the character of i in the middle or end of a word, because dg or g serves for it. But the character of u when it is a consonant is of frequent use both in the middle and end of words.

Note that the letters y and w, are sometimes sounded like the vowels i and u, and then they are commonly to be noted by the places of i and u. Note, all words that end in a single y, as my, thy, by, and the like, are to have it noted by a little put in the place of the vowel i.

CHAP. IIII.

Rules for the Short-writing of words of one syllable, having in them a single vowel in the beginning, middle or end.

L Et us now consider the short-writing of words of one

one syllable, having in them a single vowel in the beginning, middle or end.

If a word of one syllable begin with a vowel, and end with a consonant or consonants, then the great character of the vowel must first be made, and where your pen resteth from making that, there adjoyne the small character or characters, of the consonant or consonants following; but if the character cannot handsomely be made without remove in the pen, then take it off and joyne it to the foot of a, e, o, or i, but to the upper corner of u, as

A	Ar	s, earn	6	oath
Λ	Al	s, eat	v	urg
Λ ₂	Ark	b Imp	v	uble

If a word begin with a consonant or consonants, and end with a vowel; the consonant or consonants must first be made, as hath formerly bin shewed, and then in the place of the vowel put a title, and so the word is expressed.

Here note the Combinations must be distinguished in quantity as the single letters, and in all respects be used as they.

Examples of words beginning with a consonant and ending with a vowel.

o	ma	s	stay	5	play
u	me	f	flea	6	the
o	mi	j	fly	3	skie
u	mo	l	grow	u	blow
u	mu	a	glew	a	threw

If a word of one syllable begin with a consonant or consonants, and end with a consonant or consonants,

nants, the character or characters that begin the word must first be made, as hath bin shewed: and when you come to the vowell, take off your pen, and in the place of the vowell put the small character or characters of the consonant or consonants which follow it, and so the word is exprest, as

x	charge	—v	graves	—	fram
sc	stealth	—v	weave	—	glean
lf	fling	—	might	3c	skill
—w	worms	—	wrong	8	plot
2	blunt	—	fring	2c	brush

Here note that if a word end in s or es, and the character of s cannot readily be joyned, then instead thereof put a tittle under the word; but if such a character goes before the s (either in the middle or end) as may receive s turnd about it with a round head, then for more speed it may so be turnd, as

3	Arts	2p	eafe
—	Legs	—v	wels
—	Birds	—	longs

CHAP. V.

Concerning two vowels coming together in a word (whether diphthongs or other) and of the production of words of one syllable, where necessity requires it.

ALthough in the third Chapter we gave generall directions for the omitting of e final, and a when it is joyned to e or o in a diphthong (which general rule is generally to be practized) yet to distinguish some particular words (where necessity urgeth a difference) we will here give a direction to note the production, time, or long sound of vowels in words of one syllable

Every

Every vowell has a long sound and a short, as may appeare by founding them through divers sillables, as in these :

Bad, ba^lid, be^dd, bea^dd, bi^dd, by^de, bo^dd, bo^aad, bu^dd, be^wid. However they are usually differenc^t in common writings, in this. we onely prescribe to put a tittle over the word, when the vowell is founded long ; leaving it ever without when it is founded short, as

h ^e ll	ma ^d	go ^t
he ^a l	ma ^a d	go ^a te

Note, this tittle over words is but sparingly to be used, by such as are perfect in the Art, the sense of the matter written, commonly being sufficient to shew when to sound the vowels long, and when short.

When two vowels come together in the middle of a word, they are sometimes united in sound, and then they are called diphthongs : and sometimes they are divided in sound, so as the one belongeth to one sillable, and the other to another, and then they are not diphthongs : yet as these are alike written in common writing, so they may in this, it being manifest by the matter whether they are to be pronounced as united in sound, or as divided : and therefore note this generall rule :

If two vowels come together in the middle of a word, betweene consonants, then the first must be noted by a tittle put in the first vowels place, and the consonant which followes the latter vowell, must be placed after that tittle in the vowel place observed about that tittle, that is to say, higher than the tittle ; if the latter vowel be a, even with it if it be e or i, and lower than it if it be o or u, as

Bias

⌒ Bias	⌒ saying	⌒ feed
⌒ Gyant	⌒ ryot	⌒ void
⌒ Poet	⌒ ruine	⌒ stool

Notwithstanding this generall rule, and although the expressing diphthongs fully be but the adding of a tittle, yet when we may come neere the sound of them by a single vowel, I rather choole so to expresse them; therefore for the diphthong ee I usually use the i place onely; for ee is sounded almost like i short; and for oo I usually use the u place onely, oo being sounded almost as u short: ei is sounded as i short, as is the ee: for au you may use o short, for it is sounded almost like it.

In the diphthongs ea, oa, and ai, the latter vowel may commonly be omitted; but when necessary seemeth to urge the noting of the long sound, I choose rather to use the note of production over the word, than a tittle in the vowels place: for the diphthong ou, I use a peculiar manner of noting that, for I finde it more frequent and more fully sounded than any other; therefore when a word hath in it the diphthong ou, I doe adjoyne the following consonant or consonants to the middle of the great character, and by that adjoyning you may as well understand the diphthong ou, as any of the five vowels by their places, as

⌒ Bound	⌒ found
⌒ Count	⌒ howl
⌒ Doubt	⌒ gout

So that except for oi, I use not the former generall rule, but when the vowels are divided in sound.

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Yet if these observations about diphthongs be either not conceived, or not approved, then the generall before given may be practized.

If two vowels come together in the beginning of a word, the consonant that follows the latter must be put in the vowels place, observed about the great character of the first, as

A ¹ Awd	1 st Iema
E ² Eele	v ¹ vade
O ³ Oyl	v ² vile

In these last examples the letters i and u are consonants, as they alwayes are when another vowell follows them in the same syllable. If two vowels come together in the end of a word, for the first put a little in its place observed about the great character which begins the word: and for the second put a second little after the first, higher than the first if the first vowel be a, equall with it if it be e or i, and lower than it if it be o, or u, as

V ¹ Via	— free
T ¹ Deo	∠ tree
V ¹ cloē	∠ woo

But when y and w are used as diphthongs at the end of a word and fully sounded, there the small characters of y and w may be put in the vowels place, as

1 st Jew	2 nd plow
V ¹ view	3 rd Boy
∠ Cow	∠ coy

But in any we may omit the y, a little for a being sufficient.

CHAP.

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CHAP. VI.

How all words of two fillables are to be written.

IN all words of two fillables, so much as comes before the vowell of the second fillable, must be written according to the rules for words of one; and the rest according to these following rules:

1 If a word of two fillables begin with a vowell, and end in a consonant, the consonants which come before the vowell of the second fillable, being joynd as before is shewed, in words of one; then the consonant that followes the latter vowell must be put in the vowels place observed about the great character of the vowell which begins the word, except the first vowell be u, and then the latter vowels place must be observed about the small character, which is affixed to the upper corner of the great character, as

anger	image	english
egipt	olives	Arundle
urgent	udder	adjourn

2 If a word of two fillables begin with a consonant or consonants, and end with a consonant or consonants, then so much of the word as comes before the vowell of the second fillable must be written as words of one fillable, and when you come to the second vowell, take off your pen and put the following consonant or consonants in the vowels place, observed about the small character, which is in the first, as

saved	Bacchus	Jordan
fillet	baron	vexed
fowle	kindled	Judas

Here

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Here note, that as we use no distinction between e and i, nor between o and u, after the first syllable, so it is not necessary we should; for the vowel of the first syllable is ever fully noted by the former. And the vowel of the second (and all following syllables) is never so clearly sounded as the first. And may therefore (without any error) have e and i which are vowels neere in sound noted indefinitely, and have o and u, which are other two vowels neere in sound be expressed indefinitely.

If a word of two syllables begin either with a vowel or consonant, and end with a vowel, the first vowel must be noted by a little put in the vowel place, observed about the small character, last before it, as

abba	widdow	amply
earlie	belly	Andrew
casie	pitty	Askew

CHAP. VII.

Concerning the Short writing of words of more than two syllables, with particular rules for the better writing of some words.

All words of more than two syllables, the rules for words of two syllables is to be observed; for as long soever the word is, the vowel places may in the same manner be observed about small characters and titles, as is there prescribed: and therefore having before given full directions how vowel places are to be observed about small characters, as also how consonants that come together must ever be joynt together untill a vowel come to part them; it may

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may suffice here onely to give some examples:

————— *for in the Schooles*
They say, examples teach as well as Rules.

A ¹ appeared	E ¹ countenance
J ¹ celebrated	I ¹ sacriledge
I ¹ destitute	3 ⁰⁰ skirmishes
R ¹ remedy	V ¹ variable
E ¹ epitomie	U ¹ meditate

Yet for the more fashionable expressing of some words, these following rules may be practised.

1 If in a word of two or more syllables the latter consonant be r; if the consonant which is in the vowel place before it be capable of having r joyned to it (then by the former rules it should be disjoyned) for more speedy writing, you may adjoyne it, because r is apt of its owne nature to render the sound, as

I ¹ savor	I ¹ grammar
I ¹ seller	I ¹ cypher
I ¹ ruler	I ¹ differ

2 If a word have at the end of it the letter l combined with some other consonant, and that other consonant cannot in respect of its forme readily receive the l to it, then let the l be disjoyned from it and placed even with it, which will prove but the preferring a perfect before an imperfect syllable, as

I ¹ Beagle	I ¹ wrastle
I ¹ Bridle	I ¹ fetele
I ¹ middle	I ¹ fickle

3 If such consonants come in a word as will not with cleanly conjunction be affixed together, then where they will not joyne handsomely, part them

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for it is far better to doe so and write the latter part, as if it were another word, than by striving to joyne them, produce unfashionable characters: words so divided and written (for distinction sake) we call collaterals, because they consist of parts lying one another, as words or letters doe in common writing; the first letter of the latter part must be a great character, as

X^o chamberlaine

2, 1 bloodsucker

0, 2 Belfounder

And by the use of collaterals may all vowels in hard names be fully expressed.

There is one rule more, which I call the backe, which in some words of two, three or more syllables beginning with a vowell, is sometimes convenient, but never absolutely necessary; it is this, if a word begin with a vowell, and that vowell be divided from the consonant that next followes it, in omitting the vowell you may make the great character of the consonant, and the rest of the word by the former rules, and for the vowell put a letter on the left side of the great consonant, which though it be put behinde it, in regard of our writing, yet in reading will be before it, as

Alone

Ehud

Obed

Achitopell

Agrippa

Ephraim.

And thus much for spelling Characters, or the writing of all words by rule.

C

CHAP.

CHAP. VIII.

*Of defective writing in generall, with the first
Table of words.*

WE E proceed now to the defective writing of some words. Defective writing is so called, because it prescribeth the writing of words defectively by a letter, two letters, or a marke for a word. This is not generall as was the former, but onely of some particular words and parts of words which are frequent in use: and as it is not generall so it is not of absolute necessity, but is added unto the former as a helpe to speedy writing, and as advantageous to our reading; for writing these of themselves there is no spelling required, and one letter or marke is sooner catched by the eye than divers joyned together, besides these having a certaine signification, and being frequent in use, three quarters of our writing ordinarily being expressed by them: if in words writ by rule the rules be not so exactly observed as they ought yet the sence of the matter is so far expressed by these, that we can hardly erre in the reading thereof.

Yet because the number of markes appointed for words and parts of words, are usually thought by most at their entrance to learne, to burthen the memory far more then after they finde them to doe; have often bin in the minde to have abridged three quarters of their number, for all of them are not alike convenient, and with such a number of them and the generall rules, the desired end of the Art may be attained (as some by experience can testifie) yet upon consideration, that how many soever I prescribe, the
pra

The first Table.

1 a: an
 2 able
 3 all
 4 ad
 5 age
 6 all
 7 and
 8 as
 9 be
 10 bleſſe
 11 bring
 12 *chriſtian*
 13 call
 14 com
 15 con
 16 circum
 17 cor
 18 care
 19 de
 20 dis
 21 eſſe
 22 enter
 23 end
 24 eyes
 25 equall
 26 for
 27 full
 28 ſcare
 29 gener
 30 good
 31 him

1 have
 2 haſt
 3 I
 4 in
 5 increaſe
 6 if
 7 is
 8 it
 9 know
 10 liber
 11 lie
 12 liſe
 13 man
 14 ment
 15 miſ
 16 nation
 17 none
 18 nor
 19 not
 20 o
 21 ob
 22 or
 23 peace
 24 place
 25 per
 26 put
 27 pre
 28 pro
 29 proceed
 30 praiſe
 31 quick

1 re
 2 ſeeke
 3 ſhall
 4 ſtand
 5 ſub
 6 ſuper
 7 ſent
 8 ſence
 9 ſerve
 10 ſum
 11 ſon
 12 ſion
 13 the
 14 thy
 15 them
 16 then
 17 ther
 18 thing
 19 to
 20 together
 21 tranſ
 22 temp
 23 un
 24 ver
 25 us
 26 word
 27 with
 28 ex
 29 exp
 30 you
 31 your

CHAP.

p r a i c i e
 a p c a
 come r
 there is
 low m
 f i f f e a d
 t h i n a d
 f i t h e r e
 h a v e c o
 n e r l y
 w a k e n
 o u t b e
 t h o u g h
 o r u l e
 e t t e r , v
 e r n e d
 e r e l y t h
 e r f o r
 e d i n
 e n u m
 f i o n r e
 c o m p l
 T h
 e d e d i n
 w o r d s o
 w h f o r
 g e a r . T
 z n e s i n
 o v e r s p
 w o r d s i
 w h i c h f i
 m a y b e
 n d .

practitioner is at liberty to use as many or as few as
please: and that not one in twenty when they
come to learne them, and finde what apt relation
there is betweene the word and their characters, and
how much they depend upon the Alphabet, but pro-
fesse a desire rather to have their number increased,
than admit of any abatement of these. I have thought
therefore to publish the whole number which I
have collected, and which indeed is more than for-
merly I did: neverthelesse, to helpe such as have
weake memories, I have caused such words as may
not be spared, as being seldome used or written short
enough by rule (for many of them are almost as short
by rule as by their markes) to be printed in an Italic
letter, which is a cleere slender letter and easily dis-
cerned from the other, that so they may write downe
easily the other into a paper and learne them, and ei-
ther for a time or totally forbeare to learn these prin-
ted in the Italic letter, whereby they may bridge
the number of the whole to a few, and by this direc-
tion retain the most usefull, and have no cause to
complaine of burthening their memory.

The words written by letters and markes are di-
vided into two Tables: in the first you have such
words onely as are to be writ by small characters,
with some few prepositions that are to be writ by
large. This first Table is most usefull, because it con-
taines in it most short common words, as also because
others prepositions or particles being parts of long
words are there breviated by apt markes, the use of
which shall after follow. Note, that but few of these
may be spared; it is the second Table that may be aban-

Place here the first Table.

C 2

CHAP.

CHAP. IX.

Of the use of prepositions, and some terminations contained in the first Table for the making up of other words compounded with them.

Compound writing is nothing else but the mingling of spelling character and defective writing together, or the making up of long words of severall short parts written by defectives; so that in shewing the use of the former table I fall upon compound writing, and so shall hereafter handle these two parts together. Here take notice that the quantity or bignesse of the characters whereby the words in the Table are to be written is to be respected, but especially such Brachygraphy characters which may be used in spelling character to begin words, such are the single letters, some combinations, and some double consonants. In this first table none of the letters are great characters, but F and X; but as a small f in this Table stands for full, and a great F for for, no difference being to be observed betweene them but the quantity onely; so as every small character in the Alphabet stands in this table for one word, so in the second made a great character it stands for another, which words for the most part are such as in reading can hardly with sence be taken one for the other, if through speedy writing the prescribed distinction in quantity be not so exactly observed as of right it ought.

The generall use of all whole words in both the Tables is this, that these marks or letters there appointed be written for them, and that as much space be left betweene marke and marke, as between word and

and word in ordinary writing. But for the compounding of words of severall parts, note the severall following rules.

1 If any of these prepositions, com, cor, circum, is, gener, liber, mis, ob, super, trans, temp, exp, (which are all that in this Table are written by great characters) begin a word, consider whether the next letter to them be a vowell or a consonant, if it be a vowell, then put the consonant that comes after that vowell in the vowels place, but if no consonant follow after the vowell, then put a tittle, as

q ^r commie	q ^r miserable
z ^r corrigible	z ^r obey
7 ^r desire	1 ^r superiour
7 ^r Disciple	1 ^r transient
6 ^c Generall	5 ^r tempest
8 ^c liberally	8 ^c expell.

2 If a consonant be the next letter to any of the former prepositions, then consider whether that consonant wil handsomly and readily joyn to it; if it wil, then make the small character of that consonant, and joyn it, and expresse the rest of the word by rule, as

h ^r combat	4 ^c mistake
h ^r corner	3 ^r obtain
q ^r circumcise	1 ^r supernall
z ^r dispaire	5 ^r tempted

3 But if the preposition cannot handsomly receive the consonant to it, then write the preposition by it selfe, and make the consonant a great character, and expresse the following letters by rule, as in other collaterals, as

1 x ^r discharge
q ^r y misdoubt
1 x ^r transfigure

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4 If a word be compounded with the preposition for, and the next letter to for be a vowel, then because the mark for *For* is a great character of the alphabet, which in spelling characterly may begin a word, the whole word must be written by rule: but if any consonant follow, except *l* or *r*, the small character of the consonant may be joyned to the great *F*, and the rest of the word be written by rule, for no consonant but *l* or *r* can in spelling be joyned with *F* as

F formal

F fortune

F forget

If any preposition have a small character appointed it, the former directions are to be observed; for if any of these *per*, *pur*, *pie*, *pro* (or any other, we shall finde capable) have a consonant follow them, which may readily be joyned to them, it is then to be joyned, as

pe prelate

pr purchase

pe preacher

pr permit

pe prodigall

pr prophet

Note, some prepositions and short words in the table, by receiving one or two letters joyn'd to them, may be varied into other short words, as

al almes

li live

bl blest

pr presse

li light

pr prayer

Note, that these prepositions, *ad*, *be*, *con*, *de*, *in*, *sub*, *re*, *un*, are commonly to be written as collaterals,

as

ad advice

in intend

be besiege

re revenge

con confesse

sub submit

de defile

un unsound

And

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And as these last prepositions, so these two participles, *fall* and *lie*, when they are used for terminations, must ever be written as collaterals, as

1st safely
0th hatefull
1st seemely

Note, that any word of either Table, as well as words written by rule, may admit a tittle above them for a note of production, and a tittle under them for signe of the plurall number, as

a	aid	goods
o	maine	words
y	note	feares

Note carefully, that any of these five words, ment, tion, Son, Sion, Ther, may be used for termination by being adjoynd, where adjoyning is required, especially by being put in any vowels place shall come before them, as

q ⁿ	combination	o ⁿ	portion
v ⁿ	vehement	1 ⁿ	gather
6	other	q ⁿ	commission
1 ^o	season	1 ⁿ	torment
o ⁿ	pission	1 ^o	denison

Note also, that if any word end in son, sion, tion, or the like in sound, whether the former part be written by rule or a defective character, if the character have a circle or halfe circle in it, capable of receiving a tittle, then any of those terminations may be noted by that tittle, as representing the character Son, as

o	mansion	1 ⁿ	fiction
o	action	o ⁿ	Hobson
1 ^o	Samson	o ⁿ	corruption

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Note, that these 4. words serve, sent, sence, sum, have their characters appointed them, chiefly for to be adjoyned to the characters of con, pre, and ob; for when they are whole words, they may be written as well by rule; see here examples of their use in composition.

re conseru

re present

re consume

re presumption

re observe

re absent

Lastly, note that if any word may be express by the make of a word in the Table neere it in sound, shorter than by its owne character, then it may be written by the character in the Table; for which cause these words here placed together are to be written by the same defective character.

ad had

be by

cause case

con can

call coll

de di

for fur

in en

or our

ob ab

un on

re ri

sent saint

dan dam

the they

word ward: or any other

pre pray

per par

pur pure

dis des

is his

of like newnesse. And so much for the first Table.

CHAP. X.

Of the second Table of words.

THe characters by which the words in the second table are written, are most of them great characters; and they are either literall or illiterall: literall, that is to say, consisting of letters; illiterall, are such as consist not of letters. The literall are either single letters or double; the single are of severall alpha-

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Alphabets, namely great roman, great secretary, small roman, small secretary, and great Brachygraphy letters, and of each of these the first letter stands for the word, and among the roman and secretary letters you have severall fashions letters differing in some sort or traile, whereby they are distinguishable one from another; but if any shall dislike any of them, he cannot make them of that fashion, they may write the words they stand for by rule. The double letters are either the two first letters for the word, or the first and last letter for the word; all which abbreviations were of old bin in use among the Romans, and in ordinary writing is in part used by our selves.

The illiterall characters are either symbolically or arbitrary; symbolically, that is, such as by some kind of resemblance fancied in the minde, applied to the word they signifie, remaine as badges or symboles of the same; and these the relations once knowne are hardly ever forgotten, and of these there is a good number.

Arbitrary, are such as stand for such or such words without any relation or tye, but the appointment of their author; but of these there are but few: so that any ingenious practitioner may divide these words into severall sorts, and knowing but of what sort they are, easily recall their characters to minde: for example, if you write over the great roman alphabet of letters, knowing each letter stands for a word, 'tis easie to call to minde what word each stands for, or writing the words of each alphabet alone without the letters, marking but what alphabet they were written by, you may know presently how to write them; the practitioner writing out the words in this manner.

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manner, will leave a better impression upon his memory, then if they had bin so divided for him. Then may he gather such as are written by their two first letters, of which there is but a few : then such as are written by their first and last joyned together, of which there is a good number. But I have in this Table placed them altogether alphabetically, that they may be ready to finde when a word is to be looked ; for many by often looking of them, know them all by sight, and know how to write them, when they heare them named, which are not able to repeat twenty of them in order as they stand : and I have observed to place such characters as are likest one to another together, that their difference may the better be discerned. And here they follow.

Place here the second Table of words.

How the words of this Table may by composition abbreviate other words, either derived from them or compounded with them, is apparant by the directions which are given for the first, the same observations serving each Table alike : it may suffice onely to shew the improvement of these by example.

A	Antichristian	I	Goad
B	beholding	S	signe
C	concerning	S	patients
I	instruction	W	wilt
P	persecution	ML	mercifull

Note,

The second Table.

n his me-
n. Then
two first
such as
ether, of
e in this
lly, that
is to be
a, know
e them,
or able
d: and
e likest
e may
.
fion
m or
ecti-
erva.
nely

A
Also
Answer
Afflict
Argument
Apostle
again
among
dove
dous
accord
accomplish
amongst
adultery
affect
Angell
another
appointed
already
awayes
appoint
antichrist
accuse
after
or
B
Behold
benefit
believe

b because
b before
b behinde
b but
b baptisme
b blaspheme
b betweene
b beseech
b bread
b beloved
b burthen
b brother
b brethren
b bounry
b beside
b both
b beyond
b begin
b beneath
C
C Chapter
c concerne
c coherence
c childe
c containe
c cause
c could
c condemne
c continue

c concupiscence
c consequence
c conclude
c captive
c cleane
c Christ
c charity
c Church
c covenant
c condition
c Congregation
c comfort
c conscience
c covetous
c crucifie
c crowne
c create
c Creator
c Catholike
c counsell
D
d Doctrine
d destroy
d distresse
d difference
d diligent
d darknesse
d downe
d demonstrate
d danger deliver

The second Table

deliver	fellowship	helpe
did	first	how
declare	fulfill	heathen
degree	friend	hereticke
dignity	false	band
difficult	faith	himselfe
dwell	fall	house
declare	fish	hath
drinke	from	I
distinguish	fruit	Judge
dois	forgive	instruct
duty	frequent	Israel
dwell	G	Iesus
damne	Gospell	issue
E	Gentile	just
Evangelist	great	Iustice
ever	gverne	Ierusalem
everlasting	God	joy
eternall	glory	Idoll
earth	grace	ignorant
enemy	grant	integrity
even	ground	iniquity
efficient	garden	K
evidence	give	King
effect	H	kingdome
elect	he	keepe
evill	holy	kinde
envie	Holy Ghost	knowledge
escape	hipocrite	knock
establish	hard	L
F	husband	Land
Familiar	humble	large
faculty	hope	Levite
	heart	long

The second Table:

name
never
necessary
nature
nothing

Obedience

ordaine
oppreſſe
originall
over
of
out
occeſſion
object
ofren
opportunity
one
order
opinion
oppoſite
omnipotent

Perpetuall
part
perfect
pardon
performe
particular
proſecute
perſecute

priviledge
prerogative
preſtinate
patent
power
Prince
people
put
point
prosper
proportion
providence
peſtilence

Quier
queſtion
quantity
quality
quarrell

Reveale
Religion
Reſurrection
Repent
Righteous
remember
receive
reſolve
regard
returne
redeme

recon-

The second Table.

reconcile	triumph	no wonder
respect	taught	was done
reverence	thanke	was
rest	thinke	will
rich	sake	wicked
require	that	which
rejoyce	thou	walke
reprobate	those	what
S	therefore	when
Salvation	through	where
Sacrament	throughout	wherefore
Sacrifice	thousand	without
Saviour	this	would
sin	thus	work
sufficient	time	world
suck	tongue	
selfe	treipasse	X
so	transgresse	extreame
same	truth	expresse
sauſie	trouble	experience
Scripture		extraordinary
ſpeciall	V	execute
ſtrength	vulgar	example
ſpake	under	exercise
ſupport	verſe	
Sabbath	vaine	Y
Spirit	up	young
ſuſpect	upon	yea
ſhould	unto	youth
ſigne	vouchſafe	yeeld
ſimilitude	voluptuous	yet
T	W	Z
Tabernacle	worſhip	zeale

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Note, these few words following, some whereof are neerer words in the Table in sound, and some in sense, which are written as here is shewed, either alike or with little variation from them in the Table.

a	agony	h	heaven
b	beheld	n	necessity
o	betwixt	i	naught
f	foole	s	satisfact on
h	humility	d	dominion

Note, that numbers are to be expressed by their common figures, but (except where speedy writing will not permit it) include the figures within two safe circles, thus (4) (6)

For quotations of Authors, or places of Scripture, a common way of writing the first syllable with the number of chapter and verse may suffice: but to give satisfaction to some who have desired it, we have here added marks for the names of the books of the Bible, which the practitioners may use or refuse.

Note, that any of these names of the Bookes may on occasion be used in our writing for the same words, when they signifie other persons or things, *Moses* may be used for that proper name, and *law* for that common word, and the like.

Genesis

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∇	Genesis	∫	Jonah
E	Exodus	u	Micha
L	Leviticus	∪	Nahum
N	Numbers	θ	Habakkuk
∫	Dutrinomy	Σ	Zephaniah
∫	Ioshuah	∫	Haggy
∫	Iudges	Σ	Zachariah
∫	Ruth	u	Malachy
u	Samuel	u	Mathew
h	Kings	u	Mark
X	Chronicles	Σ	Luke
N	Ezra	∫	Iohn
∪	Nehemiah	∫	Acts
∫	Ester	∫	Romans
∫	Iob	∫	Corinthians
P	Pfalm	Σ	Galathians
P	Proverb	L	Ephesians
E	Ecclesiast.	L	Philippians
∫	Canticles	∫	Theſſalonians
∫	Eſaiah	∫	Timothy
h	Ieremiah	∫	Titus
∫	Lamentation	L	Philemon
Σ	Ezekiel	H	Hebrew
∫	Daniel	u	Iames
∫	Hofeah	∫	Peter
∫	Ioel	∫	Iude
∫	Amos	R	Revelat.
∫	Obadiah		

CHAP. XI.

Terminations written by small characters
and placed over the heads
of prepositions.

Will terminate the defective writing
of words, with the use of defective ter-
minations, for the ending of common
long English words.

These terminations are all of them to
be small characters, and to be written in
a different manner, from all our former
prescriptions; for whereas all small cha-
racters are formerly appointed to be ei-
ther put in the vowell places, or else to be
written by themselves, as hath bin shew-
ed in the first table, and the use of it: these
terminations are to be put directly over
the head of the first part of the word, ei-
ther written by rule or marke of the table;
and these terminations so put, I call head
terminations. These although they are ex-
press'd by the same small characters as some
prepositions and markes in the first table
be, yet is it not possible that they should
ever in reading be taken one for another,
so that any mistake should ever happen
thereby: this may appeare by our practice
in common writing, where it is usuall to
write y with an e over it for the, and with
t over the y for that. Now no man will
read them words for ye or yt, because the
letter standeth over the word which should
have

2 ablenesse
^ ances
" cted
x ction
^ ended
1 fully
1 ject
1 itie
1 ified
o isfeth
" ifying
" ification
o ishing
o isheth
o ished
" ishnesse
" ishment
" ication
1 ious
" lineffe
o mitie
^ nesse
" ouffie
" ouffnesse
" position
" scrib-
" stance
" soever
" wardnesse
" plication

have followed it, if it had expressed these words.

These terminations are placed in the page before in the margent. Their use shall here be shewed.

If a word begin with a preposition, and end in one of these terminations, the marke for the preposition must first be made, and then directly over the head of it put the termination; and so a long word is expressed as short as a word of one syllable, and with a little charge to memory are abundance of long words so abbreviated.

If a word end in one of these terminations, and have no preposition nor other marke in the table for the first part of it, then let the first part be written in rule, and the termination be put directly over the first part, according as you here see them in these few examples following, which may serve for illustration as well a far greater number.

amiablenesse

vanity

composition

Almighty

deified

collection

fortification

protected

glorifying

goodnesse

graciously

foolishnesse

preciousnesse

godlinesse

howsoever

wilfully

forwardnesse

explication

No

Note, any termination capable, may receive a title
 to it, for the addition of son or sion, as
 description remission
 rejection

CHAP. XII.

*Concerning the abbreviating some short phrases, with
 directions for stops, and the conclusion of
 the whole worke.*

Having done with the abbreviation of words; for
 our better speed in writing, it seemes necessary to
 give some direction for the abbreviation of a sentence,
 concerning which first Table these few characters
 for these common phrases.

And so forth	✓ the virgin <i>Mary</i>
as if he should say	∧ Act of Parliament
as if he should have	† the crosse of Christ
said,	∞ the Scribes and Pha-
as if it were	rises,
as well as	∞ Provided alwayes
as much as	∞ neverthelesse
as long as	∞ notwithstanding
so long as	∞ of these parts in or-
that is to say	der,
thus much concer-	To which adde these
ning,	long words.
the Lods supper	† consubstantiation
the Sacrament of the	∞ transubstantiation
Lods supper,	∞ thanksgiving

Secondly, common phrases, where by the parts of
 continued speech are begun, may be expressed by
 their denominative word, with a full stop made close
 or, as *The*

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*The Doctrine we will observe from hence shall be this.
The occasion of these words is this.*

Thirdly, common clauses, and such sentences of Scrip ure or Authors as may wholly be remembred by two or three of their first letters, may have their first words expressed with the character of, &c. after them, as

If God so loved us, how ought we to love one another?

If God be with us, who can be against us?

For stops in reading. In fast writing we use them but seldom; but when we doe, the comma, colon, period, and interrogative point we distinguish not, but use two tittles, one directly over another, thus *a* for any stop indefinitely: parenthesis in swift writing we use not, but where we have more leisure, and is convenient to use it, make two half squares, thus []

It will much further the practitioners of this Art to write over the Psalmes in Meeter leisurely and fairly, before they begin to write Sermons; for by that meanes they will be more ready both in writing, and in reading what they have writ: to conclude,

*Let him that speedy in this Art will be
Make use of reason, sence and memory.*

FINIS.

A Post-script to the Reader.

IF any scrip tic shall arise concerning any particular in this Book, if the practitioner please to come or send to the Authors house at the signe of the gilded Anchor in Peter noster row, neere Cheapside (where he teacheth this Art) he shall receive such Answers shall give him full satisfaction.

l be this.

rences
menibre
ve tho
of, de

orber?

ie them
colon
h not
thus
it wi
re, and
as []
s Arr
l fair-
y that
and

lx
or
ed
re
s